The policy clarifies how leave time may be expensed when faculty, postdoctoral fellows, and staff take leave for the birth, adoption, or foster care of a child.

When an employee has accrued vacation and/or sick leave, he/she may use the available leave time in accordance with the FMLA policy to be paid while on leave for the birth, adoption or foster care of a child. To review the FMLA policy, go to this link:  [http://policies.emory.edu/4.73](http://policies.emory.edu/4.73)

Leave time that an employee has accrued while working on a sponsored project can be charged to that sponsored project while they are on approved leave of absence for up to a maximum of 12 weeks. After twelve weeks of leave, the employee’s salary must be charged to non-sponsored funds.

If the employee has not accrued sufficient time while being paid from an award or if the sponsor explicitly cites family leave as unallowable, the salary costs must be covered by a non-sponsored account.

If the employee has Short Term Disability through Emory, and elects and is approved to use that benefit, then no expense is charged to either a sponsored or non-sponsored account for the duration of the disability.

The individual Department Chair always has the option of covering leave costs with non-sponsored funds instead of charging them to the appropriate sponsored projects.

This policy is based on information from NIH and NSF websites:
- [http://grants.nih.gov/training/faq_childcare.htm#1350](http://grants.nih.gov/training/faq_childcare.htm#1350)

This statement does not apply to NRSA recipients because they are not considered employees of Emory. They are allowed 60 calendar days of parental leave a year, and any leave taken must be expense to a non-sponsored account.